



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122	Manual of Requirements for Child Care Centers	8/6/2009
Subchapter:	4	Staff Requirements	
Section	8	Special requirements to prevent child abuse and neglect (N.J.A.C. 10:122-4.8)	

§10:122-4.8 Special requirements to prevent child abuse and neglect

(a) The sponsor/sponsor representative, director, or any staff member shall verbally notify the State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) immediately whenever there is reasonable cause to believe that a child has been subjected to abuse and/or neglect by a staff member(s), or any other adult, pursuant to the Child Abuse and Neglect Law (see N.J.S.A. 9:6-8.9, 8.10, 8.13, and 8.14).

(b) For centers serving children under the Department's supervision, the sponsor/sponsor representative, director, or any staff member shall report any suspected abuse or neglect of the child by his or her parent(s) or other family members to the State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873).

(c) In addition to the reporting requirements specified in (a) above, the sponsor/sponsor representative, director, or any staff member shall advise the parent(s) of the occurrence of any unusual incident(s) that occurred at the center and that might indicate possible abuse and/or neglect involving the child. Such notification shall be made on the same day on which the incident occurred. Such incidents may include, but are not limited to, unusual sexual activity; violent or destructive behavior; withdrawal or passivity; or significant change(s) in the child's personality, behavior, or habits. The center shall maintain on file a record of such incidents and documentation that parents have been informed of them.

(d) The Department, during the course of investigating an allegation of child abuse and/or neglect, may determine that corrective action is necessary to protect the children when-ever:

1. The sponsor/sponsor representative, director, or staff member has been found by the Department's Institutional Abuse Investigation Unit (IAIU) to pose a risk of harm to children; and/or
2. The sponsor/sponsor representative, director, or staff member has committed an act of child abuse and/or neglect, as substantiated by the IAIU; and/or

3. The sponsor/sponsor representative, director, or staff member has been convicted of such acts.

(e) Whenever the Department makes a determination that corrective action is necessary to protect the children, the sponsor/sponsor representative shall carry out the Department's recommendation for corrective action. Such corrective action may include, but not be limited to:

1. Removal or suspension of the affected sponsor/sponsor representative, director, or staff member(s) from the center or reassignment to other duties that do not involve contact with the children; or

2. When the sponsor/sponsor representative, director, or staff member resides at the facility where the center is located, removal of the affected employee from the premises for a period of time extending from one hour prior to the arrival of the children until one hour after the children have left.

(f) Such suspension, removal, or reassignment, as specified in (e)1 and 2 above, shall remain in effect until the results of the Department's investigation have been determined, and a final decision in the matter has been rendered by the Office of Licensing.

(g) If an allegation of child abuse and/or neglect is substantiated against a staff member, the sponsor/sponsor representative shall immediately terminate the staff member's employment at the center. If an allegation of child abuse and/or neglect is substantiated against the sponsor/sponsor representative, the Department will revoke or refuse to renew the license or Certificate of Life/Safety Approval, as applicable.